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Quick Reference Guide

Microsoft Word

Word Processing Program

Version 3.0

For the Apple Macintosh™

Part No. 034-096-091

Microsoft® Word

Quick Reference Guide

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Using the Keyboard

The following tables show what keys to press to perform various actions with Word. For some actions you use key combinations, pressing two or more keys at the same time. Key combinations are shown as key names separated by a hyphen.

Entering Special Characters

For	Press
Regular space	Spacebar
Tab mark	Tab
Paragraph mark	Return or Enter
Nonbreaking space	Option-spacebar or Command-spacebar
Nonbreaking hyphen	Command-~
Optional hyphen	Command- - (hyphen)
End-of-line mark	Shift-Return
Page break mark	Shift-Enter
Section mark	Command-Enter

Pulling Down Menus

To	Press period on keypad and
Pull down a menu by letter	First letter of the menu
Pull down a menu by number	0-8. 0 pulls down the Apple menu, 1 the File menu, and so on. 8 pulls down the Work menu when it is present.
Move to another menu once a menu has been pulled down	← or →

To choose a command once a menu has been pulled down, press the first letter of the menu or press ↑ or ↓, then press Enter or Return.

Choosing Commands

To choose	Press
Calculate	Command- =
Change	Command-H
Character	Command-D
Close	Command-W
Copy	Command-C
Cut	Command-X
Define Styles	Command-T
Find	Command-F
Footnote	Command-E
Glossary	Command-K
Go To	Command-G
Insert Graphics	Command-I
New	Command-N
Open	Command-O
Outlining	Command-U
Paragraph	Command-M
Paste	Command-V
Print	Command-P
Quit	Command-Q
Repaginate	Command-J
Save	Command-S
Show ¶/Hide ¶	Command-Y
Show Ruler/Hide Ruler	Command-R
Spelling	Command-L
Styles	Command-B
Undo	Command-Z

Using Keys in Dialog Boxes

To move	Press
To next text box	Tab
To previous text box	Shift-Tab
Up in list box	↑
Down in list box	↓
To next group of options	→
To previous group of options	←
To next option	Command-Tab or period on keypad
To previous option	Command-Shift-Tab

To	Press
"Click" item	Command-spacebar or 0 on keypad
"Click" item directly	Command-letter (first letter of option or button)
Open folder	Command-↓
Close folder	Command-↑

Scrolling and Selecting

To	Press
Scroll up	Command-Option-[
Scroll down	Command-Option-/
Select whole document	Command-Option-M
Extend selection to character	— on keypad

Moving the Insertion Point

To move insertion point	Press
Up	↑ or 8 on keypad
Down	↓ or 2 on keypad
Left	← or 4 on keypad
Right	→ or 6 on keypad
Left one word	Command-4 on keypad
Right one word	Command-6 on keypad
Beginning of line	7 on keypad
End of line	1 on keypad
Previous sentence	Command-7 on keypad
Next sentence	Command-1 on keypad
Previous paragraph	Command-8 on keypad
Next paragraph	Command-2 on keypad
Top left of screen	Command-5 on keypad
Up screen	9 on keypad
Down screen	3 on keypad
Beginning of document	Command-9 on keypad
End of document	Command-3 on keypad

Editing

To delete	Press
A selection	Backspace
Character to right	Command-Option-F
Previous word	Command-Option-Backspace
Next word	Command-Option-G

To	Press
Copy text	Command-Option-C*
Move text	Command-Option-X*
Copy formatting	Command-Option-V*
Paste special character	Command-Option-Q
Cancel operation in progress	Command-. (period)
Repeat last command	Command-A
Repeat last Find command	Command-Option-A
Search for formatting	Command-Option-R*
Insert paragraph mark after insertion point	Command-Option-Return
Move insertion point to previous location	Command-Option-Z or 0 on keypad
Activate another window	Command-Option-W
Make active window full screen size or return window to previous size	Command-Option-]
Split active window or remove split	Command-Option-S
Open or close footnote window	Shift-Command-Option-S
Insert glossary entry	Command-Backspace*
Insert formula character	Command-Option-\ (backslash)
Transform selection to MacDraw graphic	Command-Option-D

*These key combinations perform one step of a multi-step procedure. For the full procedure, see the next section, "Keyboard Procedures."

Formatting Characters

The table below shows the character formatting keys that toggle. Use the same key combination to apply and remove the format.

For this format	Press
Bold	Command-Shift-B
Italic	Command-Shift-I
Underline	Command-Shift-U
Word Underline	Command-Shift-]
Double Underline	Command-Shift-[
Dotted Underline	Command-Shift-\ (backslash)
Strikethru	Command-Shift-/
Outline	Command-Shift-D
Shadow	Command-Shift-W
Small Caps*	Command-Shift-H
All Caps*	Command-Shift-K
Hidden	Command-Shift-X

*These formats affect only lowercase characters.

The table below lists key combinations that format characters but do not toggle. To return to normal text after applying these character formats, use the Plain Text key combination.

For	Press
Plain Text	Command-Shift-spacebar
Font change	Command-Shift-E
Larger font size	Command-Shift->
Smaller font size	Command-Shift-<
Symbol font	Command-Shift-Q
Subscript	Command-Shift- -
Superscript	Command-Shift- +

Formatting Paragraphs

For this format	Press
Normal	Command-Shift-P
Side-by-side	Command-Shift-G
Style	Command-Shift-S*
Flush left	Command-Shift-L
Flush right	Command-Shift-R
Centered	Command-Shift-C
Justified	Command-Shift-J

*This key combination performs one step of a multi-step procedure. For the full procedure, see the next section, "Keyboard Procedures."

Indenting Paragraphs

For this indent	Press
First line	Command-Shift-F
Nest	Command-Shift-N
Unnest	Command-Shift-M
Hanging	Command-Shift-T

Spacing Within and Between Paragraphs

For this spacing	Press
Double space within paragraph	Command-Shift-Y
Open space between paragraphs	Command-Shift-O

Outlining with Keys

The table below shows how to perform outlining actions using keys. The second column lists keys to press on the Macintosh Plus keyboard. The third column lists keys for both the original Macintosh and the Macintosh Plus keyboards.

To	In outline view, press	Press Command-Option-T then
Promote ←	←	K or 4 on keypad
Demote →	→	L or 6 on keypad
Move heading up ↑	↑	O or 8 on keypad
Move heading down ↓	↓	, or 2 on keypad
Demote heading to body text ⇨	Command-→	>
Expand text +	+ on keypad	+
Collapse text -	- on keypad	-
Display to selected level 1 2 3 4...		1,2,3,4... (not on keypad)
Display all ☐	* on keypad	A

Using Switcher

To	Press
Slide current screen to the left; pull in screen from the right	Command-[
Slide current screen to the right; pull in screen from the left	Command-]
Return to Switcher	Command-\ (backslash)
Use QuickSwitch	Command-, (comma)

Keyboard Procedures

Copying Text

- 1 Select the text you want to copy.
- 2 Press Command-Option-C.
- 3 Position the insertion point at the new location or select text to be replaced.
The insertion point is a dotted vertical line, and text you select is shown with a dotted underline.
- 4 Press Enter or Return.

Moving Text

- 1 Select the text you want to move.
- 2 Press Command-Option-X.
- 3 Position the insertion point at the new location or select text to be replaced.
The insertion point is a dotted vertical line, and text you select is shown with a dotted underline.
- 4 Press Enter or Return.

Searching for Formats

- 1 Select a character with the character format(s) you want to find or a paragraph with the paragraph format(s) you want to find.
If you select a paragraph, select it by double-clicking in the selection bar.
- 2 Press Command-Option-R.

Copying Formats

- 1 Select a character with the character format(s) you want to copy or a paragraph with the paragraph format(s) you want to copy.

If you select a paragraph, select it by double-clicking in the selection bar.

- 2 Press Command-Option-V.
- 3 Select the text you want to format.
The selection is shown with a dotted underline.
- 4 Press Enter or Return.

Applying an Existing Style

- 1 Select the text you want to apply a style to.
- 2 Press Command-Shift-S.
- 3 Type the style name.
- 4 Press Return.

Inserting a Glossary Entry

- 1 Position the insertion point where you want the glossary entry.
- 2 Press Command-Backspace.
- 3 At the name prompt, type the name of the glossary entry you want to insert.
- 4 Press Return.

Collapsing Outline Subtext

- 1 Select the heading above the text you want to collapse.
- 2 Press - (minus) on the keypad.

Expanding Outline Subtext

- 1 Select the heading above the text you want to expand.
- 2 Press + (plus) on the keypad.

Using QuickSwitch

You can use QuickSwitch to quickly revise a graphic or a Microsoft Excel chart or worksheet that is in Word.

- 1 Start the graphics program (MacPaint or MacDraw) or Microsoft Excel.
- 2 In Word, select the graphic, chart, or worksheet.
If you select a Microsoft Excel chart or worksheet, type the following text on the line above the selected item, then format it as hidden text. For a chart, type *Excel!filename*; for a worksheet, type *Excel!filename!areaname*.
- 3 Press Command-, (comma) to move to the graphics or Microsoft Excel program window.
If you move to a graphics window, the selected graphic from Word is pasted there.
- 4 When finished in the graphics program or Microsoft Excel, press Command-, (comma) to return to Word.
The revised graphic, chart, or worksheet replaces the selection in Word.

To ensure that the entire graphic is returned to Word, do not move or resize it in the graphics program window. To return to Word without changing the original selection in Word, click the Switcher icon or press Command-[or Command-].

Using the Mouse

Selecting Text and Graphics

To select	Do this
Insertion point	Point and click.
Character	Drag over it.
Word	Double-click anywhere in it.
Line of text	Click in selection bar to left of line.
Sentence	Hold down Command key and click anywhere in sentence.
Paragraph	Double-click in selection bar next to any line in paragraph.
Column	Hold down Option key and drag across column.
Any amount of text	Drag over text.
Entire document	Hold down Command key and click in selection bar.
Extended selection	Move pointer from original selection to end of text you want to select, then Shift-click.
Block of text	Press Option-Shift or press Option, then drag mouse.
Graphic	Click inside it or drag over it.

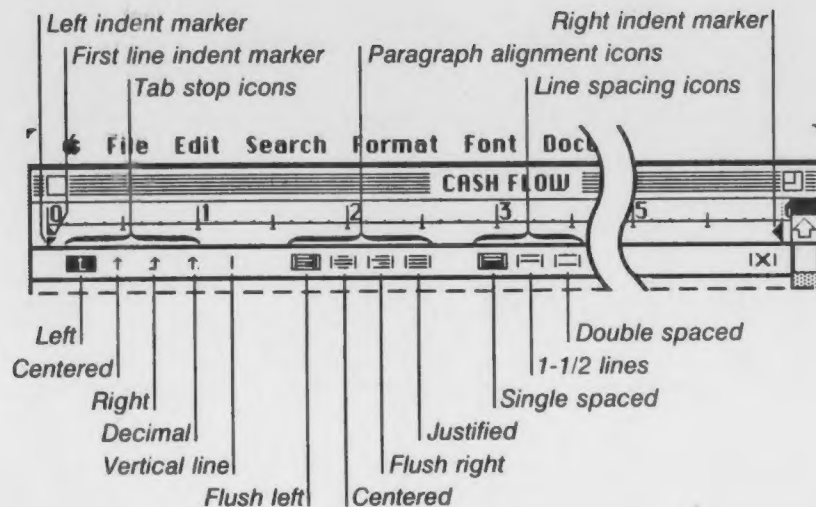
Mouse and Command Modifier Keys

Some key combinations change the action of the mouse, and some change the shape of the mouse pointer to indicate the task you are performing.

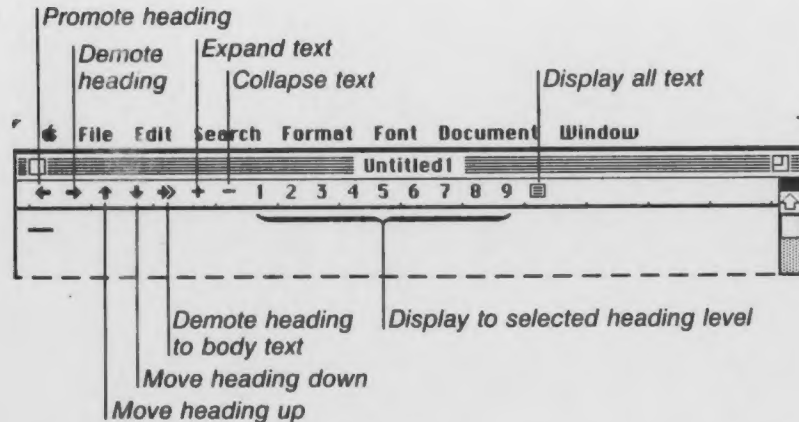
To	Press
Get help (pointer changes to ?)	Command-?
Add command to a menu (pointer changes to +)	Command-Option- +
Subtract command from a menu (pointer changes to -)	Command-Option- -

To	Do this
List all files	Press Shift and choose Open.
Repaginate (e.g., for font transfers)	Press Shift and choose Repaginate.
Sort in descending order	Press Shift and choose Sort.
Open footnote window	Press Shift, then drag split bar down.
Release left indent	Press Shift, then drag left indent marker (on ruler).
Adjust margins	Press Shift, then drag headers or footers in Page Preview.

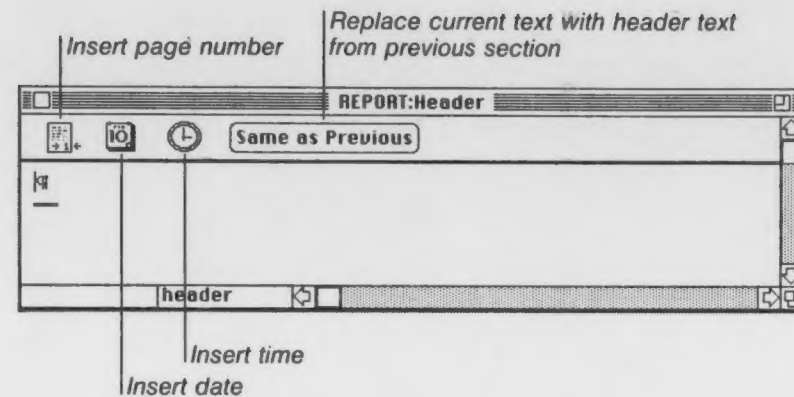
Ruler Icons



Outlining Icons



Header and Footer Icons



Page Preview Icons

To	Click this icon
Magnify part of the document	
Return from magnified view to regular display	
Position page numbers on the page	
Display margins, page breaks, section breaks, page number and header/footer positions	
Display one page at a time	

Print Merge Instructions

Surround each instruction with « ».

- Press Option-\ (backslash) to get «.
- Press Shift-Option-\ (backslash) to get ».

The DATA instruction must always be the first instruction in the main document.

The following instructions are inserted into the main document:

- **«ASK field = ?»**
Prompts you for the contents of the field before printing each form document.
- **«ASK field = ?prompt»**
Sets your own prompt to ask you for the contents of the field before printing each form document. Field is any individual data item.
- **«DATA data document»**
«DATA header document,data document»
Names the data document (and, optionally, the header document) you want to combine with the main document.
- **«IF field = data»text...«ENDIF»**
Sets up a condition under which the text you specify will be printed, if the information in the data document meets the condition.
- **«IF field = data»text...«ELSE»text...«ENDIF»**
Sets up a condition under which the first text will be used; if this condition is not met, then the text following «ELSE» is used. Field is the name of the field—for example, name. Data is the corresponding information in the data document.

You can use a mathematical comparison operator (> or <) instead of an equal sign to specify a condition.

- **«INCLUDE document name»**

Inserts the text of the document named in the instruction into the main document at the location of the INCLUDE instruction. (The number of documents you can include is limited only by disk space.)

- **«NEXT»**

Goes to the next data record immediately, instead of waiting until the next copy is printed. This is useful if you want to print your data out as a list in one document, instead of merging the data into a form letter.

- **«SET field = data»**

Sets a field equal to data that will not vary from copy to copy.

- **«SET field = ?»**

Prompts you for data to print in a series of form letters.

- **«SET field = ?prompt»**

Sets your own prompt to remind you to type the data for a series of form letters you want to print.